



**2022 UAW National CAP Conference**  
National Harbor, MD  
May 15-18

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# SCHEDULE

Location	Date	Arrival and Registration
Gaylord National Resort & Convention Center 201 Waterfront Street National Harbor, MD 20745 (301) 965-4000	Sunday, May 15 through Wednesday, May 18	Saturday & Sunday May 14-15
<b>Tentative Schedule</b>		
<b>Saturday May 14</b>	Early Registration 1:00 – 5:00 p.m.	
<b>Sunday May 15</b>	Registration 9:00 a.m. - 4:00 p.m.  Opening Plenary Session 4:30 p.m. (Ballroom doors open at 4:00 p.m.)	
<b>Monday May 16</b>	Plenary & Workshops	
<b>Tuesday May 17</b>	Regional Breakfasts Lobby Reception	
<b>Wednesday May 18</b>	Closing Plenary Session Note: <b>arrange travel for after 3 p.m.</b>	

## ELIGIBILITY

Attendance to the 2022 National CAP Conference will include delegates, distinguished guests of the Officers and Regional Directors, and spouses/companions of delegates. All distinguished guests must be approved by the respective Officer, Regional Director, and the President of the International Union.

## REGISTRATION

Registration for the 2022 National CAP Conference will take place online. Local unions already set up for ACH payments will pay online for both delegates and guests. Please note, it is the delegate's responsibility to pay the local union for any guest fees. If your local union is not set up for ACH, a paper check can be mailed. After April 15 there will be no refunds given for cancelled registrations. Local unions or CAP councils may replace delegates until May 6. All delegates must be approved by their Regional Director. **LOCAL UNIONS AND CAP COUNCILS MAY NOT SEND ANOTHER MEMBER OF THEIR LOCAL UNION OR CAP COUNCIL AS A SPOUSE/COMPANION TO AVOID THE \$200 DELEGATE REGISTRATION FEE.**

### **DELEGATE AND DISTINGUISHED GUEST REGISTRATION FEE**

The registration fee for each delegate and distinguished guest is \$200.

### **SPOUSE/COMPANION REGISTRATION FEE**

The registration fee for each spouse or companion is \$100.

Please make all checks payable to: **International Union, UAW**

Mail to: UAW National CAP Department  
8000 E. Jefferson Ave.  
Detroit, MI 48214

## ONLINE REGISTRATION AND CREDENTIALS

An online application must be filled out for each delegate, spouse/companion, and distinguished guest attending the conference. Everything is case sensitive:

<https://cap.uaw.org>  
Username: CAP2022  
Password: UAWCAP

Applications can be filled out by the applicants, officers or staff of the local union or CAP council.

If a delegate or local is unable to register online, please call (313) 926-5531.

## HOTEL RESERVATION INFORMATION

### ONLINE REGISTRATION

All delegates, distinguished guests and spouses/companions must register their own rooms online at <https://book.passkey.com/go/UAWCAPConference2022> or by calling **(800) 228-9290**. All hotel reservations and cancellations are the responsibility of the respective conference delegate. Reservations are made on a first-come, first-serve basis. The UAW-negotiated rate is \$269 per night plus applicable taxes and fees (the Resort fee has been waived). Hotel check-in time is 4 p.m.; check-out is 11 a.m. **Cut-off date for reservations is April 20, 2022**. Reservations requested after this date will be accommodated based on hotel availability. One-night room deposit is required. Flat self-parking rate of \$30 for all registered delegates.

## AIRLINE RESERVATION INFORMATION

### TRANSPORTATION

Conference attendees are responsible for making their own travel arrangements, and the cost of the airline reservation is the responsibility of the local union or CAP council. Arrangements can be made through TSI by calling 866-397-0667.

## **EXPENSE GUIDELINES**

### **FINANCIAL ARRANGEMENTS**

Lost time, transportation, hotel costs and the \$200 delegate registration fee will be paid by participating local unions, CAP councils, outside organizations and, where appropriate, from retiree regional funds. Five meals will be provided and should be deducted from any per diems: Sunday dinner, Monday lunch, Tuesday breakfast, lunch, and dinner.

The sponsors of distinguished guests will be responsible for the \$200 registration fee, unless passed on to the distinguished guest.

Adherence to these financial guidelines will expedite the registration process at the conference and in some cases, prevent issues at the CAP Conference registration desk.

## **TUESDAY RECEPTION**

We encourage you to contact your legislators and invite them to attend a reception on Tuesday, May 17. The purpose of this event is for our delegates to share an evening with their congressional leadership. Therefore, if a Congressperson cannot attend, it is not necessary for them to send aides or staff for representation.

## **V-CAP SALES BOOTH**

All UAW local unions and CAP councils will be able to sell their merchandise during the 2022 National CAP Conference. They will be allowed one eight-foot table for sales.

The application to have a V-CAP sales booth is attached as an addendum. Locals or CAP councils must complete the form and submit it to their Regional Director for approval. Once approved, the Region will forward the form to the National CAP Department.

## **COVID UPDATE**

The health and safety of our membership is of the utmost importance to us. With that in mind, we are doing everything we can to ensure that CAP Conference Delegates will be safe. This hotel has a mask mandate in place. Anytime you leave your room, a mask must be worn. We will continue to monitor for updates.

# 2022 UAW National CAP Conference V-CAP SALES BOOTH FORM

Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Local Union/CAP Council: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_  
Regional Director

\_\_\_\_\_  
Date



Once approved by the Regional Director, this form should be sent to the National CAP Department at [rcarrigan@uaw.net](mailto:rcarrigan@uaw.net).

UAW National CAP  
8000 E. Jefferson Ave.  
Detroit, MI 48214